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ABSTRACT

As mandated under Title 5 of the California Administrative Code, this annual report to the Board of Governors of the California Community Colleges explains the current course approval process in the colleges and summarizes approval activities in the areas of credit courses and programs and non-credit courses. First, background information is presented on Section 55100 of Title 5, which requires that proposed educational programs be submitted to the Chancellor before being offered by a community college. Next, the approval process is outlined including the information to be submitted to the Chancellor's office. Following this is a section on credit course and program approvals for 1982-83. Next, information is presented on revisions of course and program approval procedures including the requirement that program summaries be presented two years in advance of program implementation. Finally, approvals of non-credit courses for 1982-83 and information on reductions in lecture and forum series (except those for older adults) and re-licensure courses are presented. This section includes information on changes in the number of non-credit courses offered between 1977-78 and 1982-83 and reasons for the changes. Section 55002 of the code, Standards and Criteria for Courses and Classes, is appended. (HB)

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Item 4

Title: Annual Report: Program and Course Approvals

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Program Evaluation and Approval

Summary

Provisions of Title 5 of the Administrative Code require each course and program offered by a community college to be submitted to the Chancellor for prior approval, and require the Chancellor to report what action he has taken with regard to approvals to the Board of Governors.

This annual report consists of a brief explanation of the current approval process and a summary of approval activity in the areas of credit courses and programs, and noncredit courses.

Background

Section 55100 of Title 5 specifies that each course which is not part of an approved educational program must be submitted to the Chancellor for approval before it is offered by a community college. Section 55130 of Title 5 specifies that a proposed educational program must be submitted to the Chancellor before it is offered by a community college. A "course" is defined as an organized pattern of instruction on a specified subject offered by a community college. An "educational program" is an organized series of courses leading to a defined objective, a degree, a certificate, a diploma, or transfer to another institution of higher education. A "class" is a community services offering. (T/5 Sec. 55000). A credit course, a noncredit course, and a community services class are defined in Title 5. (See Appendix A.)

While both credit courses and noncredit courses must be taught by credentialled instructors, a credit course must be graded and recorded on a transcript, and must grant units of credit in proportion to academic workload. Community services classes need not be taught by credentialled instructors and do not receive State apportionment aid.

Approval Process

Courses not part of an approved educational program are submitted to the Chancellor's Office on forms provided. These applications are reviewed for appropriateness of content (including level equivalent to 13th or 14th grade), consistency with the accepted goals of the community colleges, and compliance with other appropriate regulations.

Educational programs are submitted to the Chancellor's Office after approval by the local Board of Trustees. The application requires that the following information be provided:

55130. Approval of Credit Programs.

(a) Before offering any course as part of an educational program at a college, the governing board of a district shall obtain approval of the educational program from the Chancellor in accordance wtih the provisions of this article. Approval shall be requested on forms provided by the Chancellor.

(b) The application for approval shall contain at least the following:

(1) The name of the proposed program.

(2) The description of the proposed program.

(3) The purposes and specific objectives of the proposed program.

(4) The place of the proposed program in the district master plan.

(5) An explanation of whether the program is appropriate to the objectives and conditions of higher education and community college education in California and whether it conforms to statewide master planning.

(6) The need for the proposed program ascertained with regard to at least the following factors:

(A) Other community colleges in the area currently offering the program.

(B) Other programs closely related to the propoced program offered by the college.

(C) Relation of the proposed program to job market analysis.

(D) Enrollment projection for the proposed program.

(E) Recommendations of area vocational master plan committees when applicable.

(F) The classification of the courses in the program in accordance with Section 55001.

(7) The need for and present adequacy of the following resources shall be determined in relation to the proposed program:

(A) Library resources.

(B) Facilities and equipment required to initiate and sustain the program. If a new facility is to be used, reference should be made to the five-year master plan.

(C) Availability of adequate or proposed financial support.

(D) Availability of faculty.

(c) The development, establishment and evaluation of an education program shall include representative faculty involvement.

Each proposed educational program is reviewed by at least three members of the Chancellor's Office professional staff.

All proposed programs recommended for approval by the Chancellor's Office are submitted to the California Postsecondary Education Commission for review. The Commission staff reviews the program within 60 days and expresses concurrence or nonconcurrence with the recommendation of the Chancellor's Office. In some cases the Commission staff requests additional information. The Chancellor may approve an educational program which has not been concurred in by the staff of the Commission.

Credit Course and Program Approvals During 1982-83

Because all credit program and course approval records were destroyed in the fire which occurred on February 6, 1983, it was necessary to obtain information on programs submitted before February 6th, 1983 from the California Postsecondary Education Commission. The information in this item on credit courses includes only those courses submitted for approval after February 6, 1983.

Table 1 displays the numbers of courses and programs approved since the 1977-78 academic year. The number of programs submitted for approval remained relatively constant from 1977-78 to 1981-82. A significant drop in the number occurred during the 1982-83 academic year. That drop probably reflects the growing maturity of the colleges, the stringent fiscal conditions, and the cap on enrollment. The large number of approvals of apprenticeship courses is caused by the move of an entire apprenticeship program from one college to another. Most of the 13 programs included existed during the 1981-82 academic

year. As was the case last year, a relatively large proportion of the newly approved programs are in the Engineering and Related Technology classification. The following programs were approved:

Plastics Technology
Measurement Science
Telecommunications Service Technology
Motorcycle, Outboard, and Small Engines
Mill and Cabinet Work
Computer Services Technology
Drafting

If the number of individual courses (not part of approved programs) approved after February 6, 1983 is extrapolated for the academic year the total number of courses approved would be 78, which is approximately equal to the number approved last year. An increase is noted in the Interdisciplinary category, which includes remedial and ESL courses, indicating continuing development in this area.

During the period February 6 to June 30, 1983, seven courses were not approved and were returned to districts for reconsideration or revision.

Revision of Course and Program Approval Procedure

Guidelines recently published by the California Postsecondary Education Commission require that our procedure for the approval of educational programs be revised. Under the new procedure colleges would submit one-page summaries of projected programs at least two years in advance of the proposed date of implementation. Those summaries will be reviewed by the Chancellor's Staff for compliance with existing criteria specified in Title 5. If the staff determines that there is an objection to the introduction of any program, the college will be advised. The college may either revise the program summary or may submit the full documentation, as presently required, for further review. If the staff determines that there is no objection to the proposed program, the summary will be forwarded to the California Postsecondary Education Commission for review. If the staff of the Commission questions the need for a program, the college may submit a revised summary or may submit full documentation as presently required. If neither the Chancellor's nor the Commission staff question the establishment of a proposed program for two consecutive years on the basis of the information contained in the program summary, the college may establish the program without further application and the program will be entered on the Inventory of Approved Educational Programs.

Full implementation of this new procedure cannot be accomplished until regulations for comprehensive master plans are approved by the Board of Governors.

TABLE 1

California Community Colleges
Approved Programs, Credit Courses
For 1977-78 through 1982-83

		Programs						Credit Courses					
		1977-78	1978-79	1979-80	1980-81	1981-82	1982-83	1977-78	1978-79	1979-80	1980-81	1981-82	1982-83
0100	Ag & Nat Res	4	4	2	0	1	0	8	9	1	0	0	3
0200	Arch & Env Des	1	0	0	0	0	1	0	2	0	0	0	0
0400	Biological Sci	2	1	1	1	3	0	5	4	1	2	0	0
0500	Bus & Mgmt	7	8	9	12	7	1	12	40	10	0	5	0
0600	Communications	2	3	1	1	1	0	5	6	4	0	3	2
0700	Computer & Info Sci	0	2	1	2	6	2	1	8	0	0	11	1
0800	Education	9	1	6	1	0	0	0	37	0	2	4	7
0900	Engin & Related Tech	8	12	14	13	14	7	16	36	3	8	14	0
1000	Fine & Applied Arts	4	9	1	6	1	3	6	12	0	1	2	0
1100	Foreign Language	1	0	1	5	2	1	25	3	5	16	4	5
1200	Health	8	3	5	3	6	3	2	9	9	3	4	6
1300	Cons Ed & Home Ec	7	6	5	3	2	0	17	21	0	1	2	2
1400	Law	1	0	1	2	1	1	1	1	0	0	3	0
1500	Letters	3	1	0	1	4	0	6	16	11	0	1	1
1600	Library Sci	0	1	1	1	0	0	3	1	1	0	1	0
1700	Math	1	0	0	1	1	0	1	22	1	0	0	0
1800	Military Science	0	0	0	1	0	0	0	0	0	0	0	0
1900	Physical Science	2	2	2	1	4	1	9	12	2	3	2	0
2000	Psychology	1	2	2	2	0	0	4	4	1	3	1	1
2100	Public Affairs	9	1	1	4	1	2	8	2	0	1	0	0
2200	Social Science	2	1	1	0	4	2	18	2	9	17	7	2
3000	Commercial Services	3	0	0	0	0	0	0	0	0	0	0	0
4900	Interdisciplinary	0	0	0	0	2	0	32	0	3	1	10	15
5300	Apprenticeship	3	3	3	2	3	13	0	5	10	1	1	0
	TOTALS	78	63	58	62	63	37	214	252	71	59	76	45

Noncredit Course Approvals

During the past year, 1982-83, noncredit courses were reduced by almost 600, or about 6% of all noncredit courses. The reduction was the result of a Board action which deleted the following types of noncredit courses:

1. Lecture and forum series except those designed specifically for older adults.

2. Re-licensure courses.

In 1981-82, the major effort of the Chancellor's Office in the noncredit area was not in approving new noncredit courses but in reducing the courses already approved in the state data bank by declaring almost 1,500 or 13 percent of them as ineligible for state apportionment. Only a few new noncredit courses were approved statewide in that year--at most, two hundred. The major effort of cutting back noncredit courses resulted from a mandate of Education Code Section 84641 (Chapter 1178, Statutes of 1981, which reduced noncredit offerings eligible for state funding to nine subject matter areas. The growth or decline of noncredit offerings eligible for state funding in community colleges in the past few years is a direct function of legislative action.

Table 2 shows the total number of noncredit courses that were offered by community colleges statewide for each of the past six academic years, and the percent change each year.

The significant drop in the number of approved noncredit courses in 1978-79 as displayed in Table 2 resulted from the passage of Proposition 13. The Legislature implemented Proposition 13 with the passage of SB 154, (Chapter 292, Statutes of 1978), which severely restricted noncredit courses to a limited number of categories. As a consequence, 3,681 noncredit courses became ineligible for state apportionments.

The increases during the years 1979-80 and 1980-81 resulted from the passage of AB 8 (Chapter 282, Statutes of 1979), which permitted full state apportionment for all noncredit courses. The total number of approved noncredit courses at the end of that two-year period exceeded the number approved in 1977-78 before the passage of Proposition 13.

During these same two years, 1979-80 and 1980-81, the Legislature had severely restricted both the types of courses and the funding in the K-12 Adult Schools. This inequity between the Adult Schools and the Community Colleges generated a great deal of rivalry between the two systems. As a consequence, the Legislature mandated the formation of a Commission on Adult Education Policy on September 1980 to study the issues and make recommendations to the Legislature. The "Behr Commission" Report, submitted to the Legislature April 1, 1981, recommended essentially the establishment of parity of funding and programs between the two systems.

Acting on the recommendations of the Adult Education Policy Commission, the Legislature in AB 1626 and AB 1369 (Chapters 103 and 1178, Statutes of 1981), limited the noncredit offerings eligible for state funding in the community colleges to nine specific areas and reduced community college funding for noncredit courses to $1,100 per ADA. The bill further removed from the apportionment base of a community college the ADA generated by any noncredit courses offered in 1979-80 which were not eligible in 1980-81. The total loss to the community colleges from this operation was a little over four million dollars.

The restriction of noncredit course eligibility to nine limited program areas in 1981-82 resulted in the ineligibility for funding of 1,496 noncredit courses, or a decline of 12.9 percent.

The further restrictions imposed in 1982-83 resulted in the ineligibility for funding of 594 noncredit courses, or a decline of 5.9 percent. The loss to colleges was approximately $655,000.

TABLE 2
Total Number of Approved Noncredit Courses Statewide
1977-1982

Year	No. of Courses	Change	Percent Change
1977-78	10,782		
1978-79	7,095	- 3,681	- 34
1979-80	8,928	+ 1,833	+ 25.8
1980-81	11,563	+ 2,635	+ 29.5
1981-82	10,067	- 1,496	- 12.9
1982-83	9,473	- 594	- 5.9

Table 3 indicates that only twenty-one colleges offer noncredit courses in the areas of adult basic education, high school diploma, English as a second language and citizenship. Since these functions are the primary responsibility of high school and unified school districts in accordance with Education Code 8530 and 9531, it can be seen that only a few community colleges have been assigned these functions by mutual agreement from secondary school districts.

The second line of this table shows that the great majority of statewide noncredit courses are offered in the community colleges that have been assigned the responsibility for adult education by a unified school district.

The next line, showing the number of noncredit courses offered each year by these colleges, reflects the rise and decline of the courses in accordance with the legislative actions described above.

The last two lines show the number of colleges offering some noncredit courses, and the number offering no noncredit courses. Since 1978-79, there has been a slight annual increase in the number of colleges offering noncredit courses. Colleges entering the noncredit area generally offer a minimal number of courses during the first year or two of operation of this program.

TABLE 3

	1977-78	1978-79	1979-80	1980-81	1981-82	1982-83
Number of colleges offering the full spectrum of noncredit courses	20	20	20	21	21	21
Percentage of noncredit course offerings by these colleges in relation to total noncredit courses statewide	80%	76%	73%	68%	66%	70%
Number of noncredit course offerings by these colleges	8,625	5,407	5,894	7,825	6,629	6,637
Number of community colleges offering some noncredit courses	64	59	63	67	69	70
Number of community colleges offering no noncredit courses	43	48	44	40	38	37

CONCLUSION

The number of program approvals has decreased significantly during this academic year probably because of the growing maturity of the educational programs of the community colleges, the stringent fiscal situation, and the cap on enrollments. As in previous years, the highest proportion of program approvals was in the classification engineering and Related Technologies. The number of course approvals has remained relatively constant, with the largest increase in the area of remedial programs and ESL. The number of noncredit courses in the inventory has decreased, but the number of requests for approval of new courses has remained constant at approximately 600 applications per year.

55002. Standards and Criteria for Courses and Classes.

(a) A credit course is a course which, at a minimum:

(1) Is recommended by the responsible college officials and the academic senate or other appropriate faculty body as being of appropriate rigor and has been approved by the local district governing board as a collegiate course meeting the needs of the students eligible for admission.

(2) Is taught by a credentialed instructor.

(3) Is offered as described in an outline and/or curriculum guide in official college files. That outline and/or curriculum guide shall specify the unit value, scope, objectives, content, instructional methodology and methods of evaluation for determining whether the stated objectives have been met by students.

(4) Is taught in accordance with a set of instructional objectives common to all students.

(5) Provides for measurement of student performance in terms of the stated course objectives and culminates in a formal recorded grade based upon uniform standards which is permanently recorded and is available as an official student evaluation.

(6) Grants units of credit based upon a specified relationship between the number of units assigned to the course and the number of lecture and/or laboratory hours or performance criteria specified in the course outline.

(7) Only those students who have met the prerequisites for the course are enrolled.

(8) Allows repeated enrollment only as permitted by provisions of Division 2 (commencing with Section 51000 of this part.

(b) A noncredit course is a course which, at a minimum:

(1) Is approved by the local district governing board as a course meeting the educational needs of the enrolled students.

(2) Is taught by a credentialed instructor. A supplementary lecturer need not hold a credential if he or she lectures fewer than four times in a semester or quarter.

(3) Treats subject matter and uses resource materials, teaching methods, and standards of attendance and achievement appropriate for the enrolled students.

(4) Is conducted in accordance with a course outline and/or curriculum guide in official college files. That outline and/or curriculum guide shall specify the scope, objectives, content, instructional methodology, and methods of evaluation for determining whether the course objectives have been met.

(c) A community services class at a minimum:

(1) Is approved by the local district governing board.

(2) Is designed for the physical, mental, moral, economic, or civic development of persons enrolled therein.

(3) Provides subject matter content, resource materials, and teaching methods appropriate for the enrolled students.

(4) Is conducted in accordance with a predetermined strategy or plan.

(5) Is open to all members of the community.

(6) Attendance in community services classes may not be claimed for apportionment purposes.

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